



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____
2. For Civil Service Commission Meeting of: March 5, 2018
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: Report of Appointments Past Charter Authorized Durations under Charter Sections 10.104-16 through 10.104-18
5. Recommendation: Adopt the report.
6. Report prepared by: Shawn Sherburne, Client Services Manager
Telephone number: (415) 557-4811
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in Civil Service Commission Procedure Number Two.)**
8. Reviewed and approved for Civil Service Commission Agenda:
Human Resources Director: Micki Callahan *[Signature]*
Date: 2/21/18
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the "CSC RECEIPT STAMP" box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

CSC RECEIPT STAMP

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 12

Notification List

Report of Appointments Exempt from Civil Service under Charter Sections 10.104-16 through 10.104-18.

Katsuina Leblanc
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One South Van Ness Avenue, 4th floor
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Lisa Pigula
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Ted Yamasaki
Managing Deputy Director
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103



MEMORANDUM

DATE: March 5, 2018
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan, Human Resources Director
FROM: Katsuina Leblanc, Senior Human Resources Consultant
Shawn Sherburne, Client Services Manager
SUBJECT: Report of Expired Exempt Appointments for the period of July 1, 2017 – December 31, 2017 under Charter Sections 10.104-16 through 10.104-18

The Department of Human Resources (DHR) presents data on exempt appointments under Charter Sections 10.104.16 through 10.104.18 that have exceeded the permissible duration to the Civil Service Commission twice annually. This report includes data on exempt appointments that exceed the permissible appointment duration under Charter Sections 10.104-16 (Category 16), 10.104-17 (Category 17), and 10.104-18 (Category 18), for all City departments except the Municipal Transportation Agency, Trial Courts, Community College District, and the Unified School District for the period of July 1, 2017 – December 31, 2017.

Pursuant to the Charter, appointments made under these exempt categories are not to exceed the following durations (Attachment A):

- Category 16: The equivalent of half-time during any fiscal year (1,040 hours)
- Category 17: Two (2) years
- Category 18: Three (3) years.

As of February 21, 2018, **there were no appointments** under Categories 16 and 17 that exceed the Charter authorized durations. Of the **2,403** Category 18 appointments, **one (1) appointment exceeds the Charter authorized duration of three (3) years** for special projects and professional services. The one (1) appointment is in one department as follows:

1. Department of Public Works (DPW)

Attachment B identifies the incumbent, job code, and department where the appointment is still active.

While departments are expected to monitor and track its use of Category 16, 17, and 18 appointments to ensure incumbents do not exceed Charter specified appointment durations, DHR provides appointment data to the departments from the People and Pay System (PeopleSoft) to identify appointments exceeding Charter duration limitations. The DHR Client Services Consultants also provide available options to address the appointment in advance of the expiration (e.g., separating employees who have completed their special projects, transitioning employees to more appropriate appointment types, etc.)

Although DHR actively supported departments to track and manage their exempt incumbents, the departments noted above allowed their appointments to exceed the Charter authorized duration.

Attachments

Attachment A: Charter Section 10.104 - Categories 16, 17 and 18

Attachment B: Expired Category 18 Appointments Spreadsheet

Attachment A

Attachment A

CHARTER SECTION 10.104, EXCLUSIONS FROM CIVIL SERVICE APPOINTMENT

All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority:

16. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures.
17. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular Civil Service procedures.
18. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular Civil Service Commission procedures.

Attachment B

Category 18 Appointments that Expired 12/31/17 Or Prior

Name	Empl Class	Department	Job Code	Position	Appointment Dt	Appointment Expiration Date
Scott,John P	PEX	DPW	6335	01125893	9/1/2014	9/1/2017

